

# **STATE OF MARYLAND CDBG PROGRAM**

**SFY 2022  
APPLICATION**

**COMMUNITY DEVELOPMENT  
SPECIAL PROJECTS**



**Lawrence J. Hogan, Governor  
Boyd K. Rutherford, Lt. Governor**

*Kenneth C. Holt, Secretary  
Owen McEvoy, Deputy Secretary*

*DHCD  
Division of Neighborhood Revitalization  
7800 Harkins Road  
Lanham, MD 20706  
301/429-7525  
TTY/RELAY 711 or 1/800-735-2258*



**MARYLAND  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
APPLICATION SFY 2022**

<b>1. Name of Jurisdiction:</b> Talbot County, Maryland	<b>2. County (Municipal applicants only):</b> N/A
<b>3. Address:</b> South Wing, Talbot County Courthouse 11 N. Washington Street Easton, MD 21601	<b>4. Name of Subrecipient or Business, if applicable, and their DUNS Number:</b>  Mid-Shore Pro Bono, Inc FID Number: 16-1779280 DUNS Number: -0177272520
<b>5. FID Number: 52-60001028</b> <b>DUNS Number: 029110582</b>	<b>6. Name, phone number and email of jurisdiction's contact person for this application:</b>  Mary Kay Verdery, Talbot County Grants Administrator 410-770-8002 mkverdery@talbotcountymd.gov
<b>7. Project title, brief description &amp; location (Full street address(es) and zip code of Project is required):</b>  <p>Mid-Shore Pro Bono (MSPB) - Legal Advocacy and Consumer Education Project seeks to continue providing direct legal assistance to LMI residents of Talbot County. Funding will support MSPB operations including community outreach, education and legal representation.</p> <p>MSPB completes intake screenings for all clients. Those meeting 50% of Maryland median income qualify for free services, and those meeting 70% of the Maryland median income qualify for reduced fee services. MSPB's Legal Access Project meets community needs that are of an urgent nature or an immediate threat to community health and welfare as more and more LMI residents have legal issues as a direct result of both COVID and the Opioid Epidemic.</p> <p>MSPB is headquartered in Easton, Maryland (Talbot County) and serves the Eastern Shore including many towns with populations that exceed 51% of LMI.</p> <p>MSPB's Legal Advocacy and Consumer Education Initiative helps families struggling with the impact of the pandemic and the opioid crisis to access legal representation to achieve financial and housing stability and safe home environments for children. Due to the pandemic, many Marylanders now face momentous challenges in almost every aspect of their lives, from health, food, employment, and housing to finances, life and health planning, and family issues. This initiative will serve low and middle income households by providing access to free and low cost legal counseling and direct representation. Clients in need of legal assistance can contact MSPB's bilingual intake coordinators by phone or online through the website. MSPB screens each client for financial eligibility and to understand their legal issue. Eligible clients are referred to one of MSPB's volunteer attorneys who provide education, legal consultation, and direct representation in court. MSPB has a network of over 100 experienced volunteer attorneys who provide high quality legal services for free or a reduced rate. MSPB partners with local service organizations, government, and the judiciary to make sure that people in need of legal assistance can find help</p>	

<b>Project Address and Contact:</b>  Mid-Shore Pro Bono, Inc. (MSPB) Meredith Girard <a href="mailto:mgirard@midshoreprobono.org">mgirard@midshoreprobono.org</a> 410-690-8128 8 S. West Street Easton, MD 21601	
<b>8. Project type:</b> <input type="checkbox"/> Housing <input type="checkbox"/> Public Facilities <input type="checkbox"/> Infrastructure <input type="checkbox"/> Economic Development <input type="checkbox"/> Other <input checked="" type="checkbox"/> Public Services	<b>9. National objective(s):</b> <input checked="" type="checkbox"/> Low and moderate income benefit <input type="checkbox"/> Elimination of slum/blight
<b>10. CDBG request:</b> \$ <u>50,000</u>  Local funds      \$ _____  Other funds      \$ _____  Total costs      \$ <u>50,000</u>	<b>11. U.S. Congressional District No.</b> <u>01</u> <b>State District No.</b> <u>37B</u> (List State legislators for <i>entire</i> district): Senator Adelaide Eckardt Delegate Christopher Adams Delegate John Mautz, IV
<b>12. Date Public Hearing held:</b> (Attach minutes and hearing notice to application) September 28, 2021	<b>13. Required Resolution attached?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>14. Is Citizens Participation Plan current?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Dated: June 12, 2020 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>15. Is Anti-Displacement Plan current?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Dated: June 12, 2020 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>16. If applicable, did you complete Debarment Check on application subrecipient, developer or business?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>17. Digital Photos and Drive included?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    (each must be labeled)	<b>18. Date:</b>

## **PART A**

**PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.**

The Mid-Shore Pro Bono (MSPB) program addresses financial civil legal issues many households face, including family law, elder law, expungement of criminal records, consumer and student debt, and housing. These types of civil legal issues have a direct impact on household financial stability. The pandemic has exacerbated financial stability for many already vulnerable families, making MSPB's economic stability work more critical than ever. People who go to court with legal representation get better outcomes, resulting in more financially stable households, safe and healthy homes for children, and a higher likelihood of intergenerational transfer of wealth. According to the Legal Services Corporation, the majority of low and middle income households receive little or no legal assistance. On the Eastern Shore, paying the average hourly rate for legal assistance, \$250 per hour, is completely out of reach for low and middle income households. Often litigants try to go it alone, taking advantage of self-help centers and online resources. However, litigants who have an attorney representing them in court dramatically improves their outcomes. Rural households, families with children under 18, people with disabilities, and households with survivors of domestic violence or sexual assault are among the most likely to need legal assistance. MSPB's family law services are designed to provide families with the legal support they need to ensure safe and healthy home environments for children. The demand for MSPB's family law services has tripled during the pandemic due to the compounding impacts of changing financial and employment circumstances. The opioid crisis has worsened during the pandemic, also resulting in increased demand for legal services to help impacted families recover and establish safe homes for children. The demand for MSPB's housing legal services has also spiked since the pandemic started. Families in economic distress are facing housing instability, eviction and homelessness. Now that Maryland's courts have returned to near normal operations, lawsuits are being filed against debtors and as reopening of the economy continues, MSPB is anticipating a significant wave of foreclosures and bankruptcies in the next 12 to 18 months. Workers that lost employment during the pandemic seeking to be re-employed may face barriers due to old criminal records that can be expunged with the help of a lawyer.

MSPB provides free legal consultations and representation in court for civil legal matters. Clients seeking assistance contact our office by calling, completing an online intake, or stopping by our Easton office to speak with one of our bilingual intake staff. Clients meeting our income guidelines who have a legal issue that we can assist with are then scheduled for a consultation with one of our volunteer attorneys over the phone or at an in-person monthly clinic. Sometimes people are able to resolve their legal matter through just a consultation with a lawyer. However, for about half of the people seeking services, direct representation by an attorney is needed. For those clients, MSPB's case managers and managing attorney match new clients with a volunteer attorney as quickly as possible.

**Family Law:** MSPB's volunteer attorneys provide calls to family law clients who have questions or need to respond to or file a complaint. Some clients are able to represent themselves with guidance from an attorney through consultation calls. MSPB also provides free direct representation for clients who need an attorney to represent them in court for divorce and custody matters. MSPB has special resources available to assist families impacted by the opioid crisis, such as when grandparents need to take custody of children due to substance abuse.

**Elder Law:** MSPB provides phone consultations and in-person clinics for people seeking critical life planning documents such as a will, power of attorney, and advance medical directive, that provide families and medical providers with a set of instructions in case they are needed in the future. People seeking assistance can schedule an appointment at the monthly clinic at the Brookletts Senior Center or schedule a phone consultation with one of MSPB's volunteer attorneys. Volunteer attorneys will draft documents and help clients get everything properly signed.

**Consumer Debt and Housing:** MSPB provides legal assistance with consumer debt issues, including affidavit judgments (when a creditor seeks payment), medical bills, and bankruptcy. Clients seeking assistance will be scheduled for an initial consultation with a volunteer attorney. When representation is needed, MSPB's case manager and managing attorney will get the case placed with a volunteer attorney. MSPB also helps tenants seeking help with landlord tenant issues, including failure to pay rent, breach of lease, and when landlords fail to provide essential repairs. Clients are scheduled for an initial consultation and direct representation in court is provided when needed. MSPB also provides counseling and legal assistance for people facing foreclosure issues, including mediation, negotiation, and assistance applying for modifications and other programs that can prevent foreclosure.

## **PART B**

**PROJECT NEED/IMPACT:** Describe the need for the proposed project. Include statistics and other documentation supporting the described need. Discuss how the project will make an impact on the described need? If existing infrastructure or facility, discuss past maintenance and improvements undertaken or deferred.

According to the Delmarva Index, more than 50% of Eastern Shore households meet MSPB's income eligibility for free legal services. MSPB uses the Maryland Legal Service Corporation's definition of low income, which is 50% of Maryland median income. According United Way's 2020 ALICE report, on average, 43% of residents are unable to afford life's essentials Talbot County The Maryland Access to Justice Commission's COVID-19 Task Force reported that 80% of Marylanders do not get the legal assistance they need and there are only 1.49 attorneys per 10,000 residents available for low-income Marylanders. For the general population, there are 40 attorneys per 10,000 residents. In addition, the Maryland Access to Justice Commission's COVID-19 Task Force reported that legal representation is the deciding factor for someone trying to protect their housing stability. People with counsel are successful in protecting their rights 94% of the time when they have an attorney.

We anticipate that this initiative will result in the following outcomes: 1. Increased intergenerational transfer of wealth resulting from access to legal assistance; 2. Increased household financial stability resulting from reduced debt and eviction and foreclosure prevention; 3. Increased well-being of children and healing for families suffering from the pandemic and opioid crisis. The Legal Advocacy and Consumer Education Initiative includes:

1. Direct legal assistance for individuals and families through consultations with and direct representation from volunteer attorneys;
2. Outreach to Lower Shore households through community events, marketing and advertising, and social media;
3. Partnership activities with local stakeholders, including outreach events and workshops and informational presentations.

## **PART B WORKSHEET**

**NOTE: First time applicants must provide a copy of the most recent audit and copy of the most recent single audit.**

- 1. As CDBG funds are "Gap" financing, did you pursue appropriate other funds from state, federal agencies and/or private sources? What other funding sources did you pursue for this project? What is the status of those requests?**

No other funding sources were pursued for this project.

- 2. Please provide copies of award and rejection letters.**

- 3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges? \_\_\_\_\_**

N/A. our services are free to qualified individuals.

**If yes, what is the estimated monthly cost? \_\_\_\_\_**

**Is the cost per person or households? \_\_\_\_\_**

**If this project improves existing facilities, housing or utilities, is the estimated cost higher than the current amount? \_\_\_\_\_**

**If yes, what is the % increase? \_\_\_\_\_**

**Discuss how costs were determined:**

**Discuss how grantee or subrecipient determined that charges are affordable to beneficiaries:**

### **PART C**

**COMMUNITY SUPPORT AND INVOLVEMENT:** Describe community involvement with developing this project and application. Attach current letters of support for this project and the CDBG funding. *NOTE: This activity is separate from the public hearing(s).*

In rural regions such as the Eastern Shore, nonprofits can only be successful through close partnerships with other organizations, providers and local government. MSPB partners with a number of other nonprofit organizations that provide similar services to the community. Of particular note, MSPB has stepped to coordinate an Eviction Prevention Consortium of local partners to ensure Eastern Shore residents are able to access financial assistance to prevent evictions. MSPB employs a full time Community Outreach Coordinator to ensure our partnerships are functioning at the highest level and ensuring partner agencies and their clients have access to our services. MSPB's partnership with state and local colleges has provided us with a steady stream of interns throughout the year who help us expand our reach and provide much needed experience to students interested in public service. We also take direct referrals from the Courts, Departments of Social Services and Local Management Boards as key partners.



**PART D**

**LOCAL PLANNING/GROWTH MANAGEMENT: Answer the following questions:**

- 1. Describe how the proposed project conforms to revitalization strategies, marketing studies, economic development strategies, capital improvement plans, housing study, a comprehensive plan or other community plan. Do *not* submit copies of the entire plan(s), but reference the name and date of the plan, the section and the page. You should attach a copy of the REFERENCED portion which specifically mentions your project.**
- 2. For economic development projects discuss any feasibility studies, economic conditions survey, financial analysis, economic impact assessment or market analysis completed in relation to the proposed activity. Provide the dates those items were completed and information on who prepared them.**
- 3. Is your project located in a Priority Funding Area?   X   Yes           No**

**ATTACH MAP(S) OF PROJECT AREA**

**List Census Tract(s) and Block Groups for all projects:**

See attached map(s).

## PART E

### NATIONAL OBJECTIVE:

1. Using the attached "National Objective" chart, determine which national objective will be met by the proposed project.
2. Next, fill out the appropriate worksheet (A, B, C, D or E). Insert that page behind this one in your application.
3. In the space below, describe in narrative form how the project will meet at least ONE of the national objectives.

☐

#### **1. Benefit to Low and Moderate Income Persons:**

☐ **Area Benefit (LMA)** ☐ % Determined by survey or census (Attach Survey Approval Ltr)

☐ **Housing (LMH)**

☐ Single Family

☐ Multi-Family

☐ Financial Assistance

☐ Water and Sewer Connections

☒ **Limited Clientele (LMC)**

☐ Presumed

☒ 51% of clientele are persons whose family is LMI

☒ Nature and location conclude area is primarily LMI

☐ Removal of architectural barriers

☐ **Jobs (LMJ)**

☐ Job Creation

☐ Job Retention

Total estimated # of beneficiaries 600 CDBG \$ per beneficiary \$ 83.33

Total estimated # of LMI beneficiaries 400 CDBG \$ per LMI beneficiary \$ 125.00

% of LMI beneficiaries to total 66 %

☐

#### **2. Elimination of Slum and Blight:**

☐ Area Basis

☐ Spot Basis

NATIONAL OBJECTIVE CHART				
Nat. Objective	Subcategory	Definition	Test	Examples
Low/Moderate Income Persons	Area Benefit (LMA)	Activity benefits all residents in an area where at least 51% of the residents are LMI	<ul style="list-style-type: none"> <li>* Census - 51% of persons residing in the service area are LMI, determined by using the most recent data provided by State for cities or towns</li> <li>* Survey - applicant may do a survey of residents in the service area. The results must meet statistical reliability standards and be approved by DHCD.</li> </ul>	<ul style="list-style-type: none"> <li>* water and sewer lines</li> <li>* neighborhood facilities</li> <li>* roadway improvements</li> </ul>
Low/Moderate Income Persons	Limited Clientele (LMC)	Activity that benefits a limited number of people as long as at least 51% of those served are LMI	<p>Activity must qualify under one of the following:</p> <ul style="list-style-type: none"> <li>* Presumed Clientele - benefit to a group presumed to be principally LMI: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant workers; or</li> <li>* Require documentation on family size and income in order to show that at least 51% of the clientele are LMI; or</li> <li>* Be of such a nature and in such a location that it can be concluded that clients are primarily LMI</li> </ul>	<ul style="list-style-type: none"> <li>* construction of senior center</li> <li>* services for the homeless</li> <li>* meals on wheels for the elderly</li> <li>* construction of job training facilities for the disabled</li> <li>* construction of Head Start Center</li> </ul>
Low/Moderate Income Persons	Housing Activities (LMH)	Activity that is undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI persons	<ul style="list-style-type: none"> <li>* Structures with one unit must be occupied by LMI persons</li> <li>* If structure contains more than 1 unit, at least 51% must be LMI occupied</li> <li>* 2-unit structures must have at least one unit occupied by a LMI household</li> <li>* Rental buildings under common ownership and management located on the same or contiguous properties may be considered as a single structure</li> </ul>	<ul style="list-style-type: none"> <li>* rehabilitation of owner-occupied housing</li> <li>* conversion of non-residential structures into permanent housing</li> <li>* infrastructure for new housing</li> </ul>
Slum/Blight	Area Basis (SMA)	Activity that aids in the prevention or elimination of slums or blight in a designated area	<ul style="list-style-type: none"> <li>* Delineated area in which the activity occurs must meet definition of slum, blighted, deteriorated or deteriorating area under state or local law; and</li> <li>* Substantial number of deteriorated or deteriorating buildings or public improvements in the area, and the activity must address one or more of the conditions which contributed to the deterioration of the area; and</li> <li>* Documentation must be maintained by recipient on the boundaries of the area and the conditions that qualified the area at the time of its designation</li> </ul>	<ul style="list-style-type: none"> <li>* public facilities or improvements</li> <li>* elimination of safety hazards</li> </ul>
Slum/Blight	Spot Basis (SBS)	Activity that eliminates specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area	<ul style="list-style-type: none"> <li>* Only acquisition, clearance, relocation, historic preservation and building rehabilitation activities qualify for this national objective</li> <li>* Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety</li> </ul> <p>NOTE: Must demonstrate code enforcement actions taken by the local government</p>	<ul style="list-style-type: none"> <li>* elimination of damaged retaining wall creating danger for pedestrians</li> <li>* demolition of vacant, deteriorating building</li> </ul>
Low/Moderate Income Persons	Jobs (LMJ)	Activity that results in the creation and/or retention of jobs	<ul style="list-style-type: none"> <li>* At least 51% of jobs must be taken by LMI persons</li> <li>* At least 51% of jobs must be retained by LMI persons</li> <li>* Permanent, full-time jobs only</li> <li>* LMI status is determined by income of the family</li> </ul>	<ul style="list-style-type: none"> <li>* acquisition of land to construct a distribution center</li> <li>* extension of water and sewer service to land to be developed for a business(s)</li> <li>* acquisition of equipment</li> </ul>

**Low/Moderate Income Benefit  
Worksheet A  
Area Basis (LMA)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through area benefit (LMA) activities, please fill out this form and attach it to Part E of your application.

1. **Estimated Total Beneficiaries** \_\_\_\_\_ (*Count by Persons*)
2. **Estimated Total LMI Beneficiaries** \_\_\_\_\_ (*Count by Persons*)
3. **FOR THOSE WITH AN APPROVED SURVEY ONLY** – Provide race and ethnicity data for persons in the service area. The following is required for Civil Rights reporting.

Count for all estimated persons in the service area:		<i>RACE</i>	<i>Ethnicity (Hispanic or Latino)</i>
a.	Total White	_____	_____
b.	Total Black or African American	_____	_____
c.	Total Asian	_____	_____
d.	Total American Indian or Alaska Native	_____	_____
e.	Total Native Hawaiian or Other Pacific Islander	_____	_____
f.	Total American Indian or Alaska Native and White	_____	_____
g.	Total Asian & White	_____	_____
h.	Total Black or African American & White	_____	_____
i.	Total American Indian or Alaska Native & Black or African American	_____	_____
j.	Other Multi-Racial	_____	_____
Total ( number of all by <u>Race</u> must be the same as #1 above)		_____	_____

4. **Total Number of Female-Headed Households** \_\_\_\_\_
5. **Total Number of Disabled** \_\_\_\_\_
6. **Describe the proposed accomplishments of the project:**

**Low/Moderate Income Benefit  
Worksheet B  
Limited Clientele (LMC)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through limited clientele (LMC) activities, please fill out the following form and then attach it to Part E of your application.

1. **Estimated Total Beneficiaries** \_\_\_\_ 600 \_\_\_\_ (Count by Persons)
2. **Estimated Total LMI Beneficiaries** \_\_\_\_ 400 \_\_\_\_ (Count by Persons)
3. If the project benefits a group *presumed* to be low and moderate income, please identify the group:  

<input type="checkbox"/> Abused Children <input type="checkbox"/> Battered Spouses <input type="checkbox"/> Migrant Farm Workers <input type="checkbox"/> Homeless Persons	<input checked="" type="checkbox"/> Elderly Persons <input type="checkbox"/> Illiterate Adults <input type="checkbox"/> Severely Disabled Adults <input type="checkbox"/> Person Living with AIDS
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4. If the project is of such a *nature* and in such a *location* that it can be concluded that the income of the persons benefitting are primarily low and moderate income, please explain why the nature and location demonstrate this:
5. If the project requires information on family size and income, does the information demonstrate that at least 51% of the clientele served are persons from households whose income does not exceed the LMI income limits. The activity is restricted to the LMI persons. Please identify activities:

Mid-Shore Pro Bono screens all clients for financial eligibility. All clients must have a household income of 50% of Maryland Median Income or less to be eligible for free legal services. Clients with a household income of up to 70% of Maryland Median Income are eligible for reduced fee services. Clients meeting financial eligibility will be provided free and reduced cost legal counseling and in some circumstances, representation by a volunteer attorney in their legal matter which may entail negotiation, administrative proceedings, document drafting, or judicial litigation.

Describe the proposed accomplishments of the project:

MSPB will provide free and reduced fee legal services to 400 Talbot County residents. Access to civil legal services helps families to establish and maintain financial and housing stability, ensures that children have safe and healthy home environments, and supports intergenerational transfer of wealth. MSPB volunteers, including attorneys, paralegals, interpreters, and interns, provide over 8400 hours of free services benefitting clients each year. MSPB clients gained over \$1 million in economic benefits as a result of reduced debt burden and other tangible economic outcomes resulting from legal assistance.

**Low/Moderate Income Benefit  
Worksheet C  
Housing (LMH)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) by providing, constructing or improving permanent residential housing, please fill out this form and attach it to Part E of your application.

1. **Estimated Total Beneficiaries**    *Count* \_\_\_\_\_ *Units AND* \_\_\_\_\_ *Persons*
2. For new construction, acquisition and/or renovation of rental units, how many units will be made available to rent? \_\_\_\_\_  
Of these, how many are to be occupied by LMI persons? \_\_\_\_\_
3. For new construction, acquisition and/or renovation of homeownership units, how many units will be made available to sell? \_\_\_\_\_  
Of these, how many are to be occupied by LMI persons? \_\_\_\_\_
4. For housing rehabilitation, how many total units will be rehabilitated? \_\_\_\_\_
5. For housing rehabilitation, how many total units will receive emergency repairs? \_\_\_\_\_
6. If providing financial assistance to homebuyers, how many homebuyers will be assisted? \_\_\_\_\_
7. Will requested funds for new housing be targeted to an area of minority concentration or a specific geographical area? ☐ Y ☐ N    If yes, provide specific explanation of why this area was targeted.
8. Will program income be generated by this activity? ☐ Y ☐ N  
If yes, provide Re-Use Plan as an attachment to this application. Previously approved Re-Use Plans will not be accepted

**Slum/Blight  
Worksheet D**

If you have determined that the proposed project will meet the national objective of the elimination of slum/blight, please fill out this form and attach it to Part E of your application.

Check One: ☐ Slum and Blight - Area Basis **OR** ☐ Slum and Blight - Spot Basis

1. Provide property address or boundaries of blighted area. ***This activity requires a street address(s)***

2. If the project addresses slum and blight on an area basis, does the area:

Have an official designation of blight by local government? ☐ No ☐ Yes

If yes, what is the date of designation? \_\_\_\_\_

Please provide a copy with your application.

Meet a definition of slum, blighted, deteriorated or deteriorated area under State or local law? ☐ No ☐ Yes

Have a substantial percentage of deteriorated buildings? ☐ No ☐ Yes

What is the percentage? \_\_\_\_%

3. Does the activity address one or more of the blighting conditions? How?  
Identify each type of improvement located within the area and its condition at the time the area was designated slum/blight.

4. Describe the proposed accomplishments of the project:

**NOTE: If your project involves the acquisition of property as an activity to eliminate blight, then the national objective should address the intended use of the property.**

**Low/Moderate Income Benefit  
Worksheet E  
Jobs (LMJ)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through job creation and/or retention activities, please fill out this form and attach it and all supporting documents to Part E of your application.

1. Will this project create new jobs? \_\_\_\_\_ Or will this project result in retention of existing jobs? \_\_\_\_\_
2. How many total jobs are estimated to be created? \_\_\_\_\_  
Of those created, how many will be taken by LMI persons? \_\_\_\_\_
3. How many total jobs are estimated to be retained? \_\_\_\_\_  
Of those jobs retained, how many are retained by LMI persons? \_\_\_\_\_

**Taken By Standard**

In cases where the businesses will demonstrate that at least 51% of the jobs created will be taken by LMI persons, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide a written commitment by the business that at least 51% of all the jobs created on a full time equivalent basis will be taken by LMI persons.
2. Provide a listing by job title of all employees at the time the application for assistance is submitted.
3. Provide a listing by job title of the permanent, full-time jobs to be created as a result of the CDBG assistance.
4. Provide evidence supporting the estimated number of jobs to be created.

**Retention Standard**

Retained jobs are those that would be permanently lost due to a business closing or relocating out of the area without CDBG financial assistance. In cases where the business will retain jobs that are held by persons that are at least 51% LMI, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide clear and objective evidence that, in the absence of the CDBG assistance, the jobs would be lost. This includes a notice provided to affected employees, a public announcement, or analysis of relevant financial records demonstrating the need for job cuts.



## **Worksheet E Continued**

2. Provide a written commitment from the business that they will meet the standard for retained jobs involving the employment of LMI persons.
3. Provide a listing by job title of the full-time, permanent jobs to be retained as a result of the CDBG assistance.

### **Business Information**

Please provide the following information on the business to be assisted. If more than one, please provide information for each.

1. Name of Business;
2. Ownership of Business;
3. Business Management;
4. Company History including start-up date, type of operation, progress and number of employees to date;
5. Current Location(s);
6. Product Line(s) or Service;
7. Discuss their market area(s) including geography, major customers and other Characteristics; and
8. Certificate of Good Standing from the State of Maryland if an existing business.

For projects which provide CDBG assistance as a financing measure to profit making businesses, discuss the need for financial assistance. Attach three years of historical financial statements and personal financial statement for principal owner(s) and a five year pro-forma. Explain the basis for requesting assistance (e.g., gap financing). Additional financial information may be requested.

## PART F

**SOURCES AND USES OF FUNDS:** List each specific project activity separately (*please break down the costs as far as possible*). Type in the actual sources of other funding. Indicate whether funds are "L" for loan or "G" for grant. INDICATE STATUS OF FUNDS using "P" for pending, "C" for committed, "R" for received, "N" for no action. Attach commitment letters and cost estimates directly behind this page of the application. For administrative costs, indicate what portion of local contribution is cash and what portion is in-kind.

**THE APPLICANT IS THE JURISDICTION. ALL PROJECTS MUST INCLUDE ADMINISTRATIVE COSTS FOR THE APPLICANT.**

ACTIVITY	SOURCES OF FUNDS					TOTALS BY ACTIVITY	STATUS
	CDBG:	APPLICANT	OTHER :	OTHER:	OTHER:		
Salaries	25,000.00						
Legal Costs	20,000.00						
Marketing/Outreach/Advertising	5,000.00						
Project Admin. (Cash)							
Project Admin. (In-Kind)							
General Admin. (Cash)							
General Admin. (In-Kind)							
TOTALS BY SOURCES OF FUNDS	\$50,000	\$	\$	\$	\$	\$	\$

## PART G

**STAFFING AND PROJECT MANAGEMENT:** This section will discuss the capacity of the applicant to administer the project and how CDBG funds will be used for project administration costs. Project costs for engineering, architectural services and inspections are to be identified as separate line items in Part F.

1. Identify the primary person who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.

Jessica Morris, Assistant County Manager has worked on several CDBG projects including; Talbot County Senior Center (Brookletts Place); Talbot County Early Head Start (Family Support Center); St. Michaels Senior Center/St. Michaels YMCA.

Mary Kay Verdery, Grants Administrator, is currently overseeing all active CDBG projects to include Talbot County Early Head Start (Family Support Center); Emergency Rental Assistance Program; St. Michaels Community Center food program.

2. Identify others who will assist in the administration of this CDBG project.

MSPB's managing attorney will oversee this grant to ensure funds are utilized to assist Talbot County residents. MSPB has been a recipient of DHCD/MHCF funds since 2010.

MSPB Case Managers will assist with intake, triage and advocacy for clients seeking legal help. Community Outreach Coordinator will be responsible that Talbot County residents and partners have access to our services. MSPB's panel of attorneys will provide direct legal assistance to clients who qualify.

3. Amount of funds requested for Project Administration, if any:

4. If Project Administration funds requested for staffing, please identify the following:

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds

5. If planning to use Project Administration funds for other expenses other than staffing, identify those expenses and estimated costs.

Expenses	Estimated Costs

## PART H

**PROJECT SCHEDULE:** Using the anticipated month of grant award as the start of the activities, list all project activities and the anticipated dates for the start and end of specific activities. A CDBG grant agreement provides a 24-month implementation period so all activities to be paid for with CDBG funds must occur within this timeframe. If an activity is completed prior to application or award, indicate the actual dates.

**EXAMPLE:** For a Community Development application, CDBG funds are being requested for site acquisition and construction. The applicant provided the following schedule:

<u>Activity</u>	<u>Begin</u>	<u>Completion</u>
Grant Award	November 15, 2021	
Environmental Review	November 17	December 31
Preliminary Engineering	Completed	
Site Acquisition	January	February
Bidding & Selection Engineering	February	April
Meeting 180 Day Expenditure Requirement	May 14	May 14
Engineering	May	September
Bidding & Selection Construction	September	October
Construction	November	November 30, 2023

**NOTE:** *An Environmental Review is the first step for every funded grant after award date*

<u>ACTIVITY</u>	<u>BEGIN</u>	<u>COMPLETION</u>	<u>RESPONSIBLE PERSON</u>
GRANT AWARD			Applicant
ENVIRONMENTAL REVIEW			Applicant

## PART I

### DAVIS BACON:

1. Do Davis-Bacon wage rates apply to the project? ☐ Yes ☒ No
2. If yes, do cost estimates reflect use of Davis-Bacon rates? ☐ Yes ☐ No
3. Use the space below to:
  - a. Discuss Davis-Bacon rates and their impact on the project; and
  - b. Explain how you calculated the rates into your cost estimates.

a. N/A

b.

## PART J

### ACQUISITION / RELOCATION:

1. Has site control been secured? ☐ Yes ☐ No If yes, explain how:

2. Has an option been secured? ☐ Yes ☐ No If yes, explain how:

3. Estimated cost of acquisition:

\$

4. Sources of funds for acquisition:

5. Number of parcels to be acquired:

Residential: \_\_\_\_\_

Business: \_\_\_\_\_

6. Will acquisition be done with eminent domain if needed?

☐ Yes ☐ No

7. Is acquisition of easements required? ☐ Yes ☐ No

If yes, did applicant include costs associated with the Uniform Act? ☐ Yes ☐ No

8. Has anyone been forced to move from the site within the three months prior to the initial application for funds? ☐ Yes ☐ No ☐ Unknown

If yes, explain:

9. Estimated cost of relocation:

\$

10. Sources of funds for relocation:

# Units in Property(s) _____	Number of Units Occupied at time of application		Number of Occupants to be Displaced	Number of Occupants to Remain	
	Owner	Tenant		Total	Temporarily Relocated
Residential					
Business					

10. Do the activities of this project trigger the one-for-one replacement housing requirements? ☐ Yes ☐ No

If yes, discuss how you plan to meet these requirements.

11. If property is to be leased, describe lease terms.

## PART K

**FAIR HOUSING/EQUAL OPPORTUNITY:** Applicants certify that a grant will be conducted and administered in conformity with applicable federal fair housing and equal opportunity laws and regulations. Complete the following to show what steps have been taken by the jurisdiction in these areas in recent years.

1. Does the jurisdiction have written employment and personnel policies and practices with equal opportunity guidelines? ☒ Yes ☐ No
2. In the past three years, have any complaints of discrimination in employment been filed against the jurisdiction by employees regarding employment? ☐ Yes ☒ No If yes, please explain:
3. Has the jurisdiction adopted a fair housing ordinance? ☒ Yes ☐ No
4. Has the jurisdiction taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment? ☒ Yes ☐ No If yes, please describe:

In 2014 the Talbot County Council appointed the Talbot County Affordable Workforce Housing Commission. The Commission is an advisory board assembled by the Talbot County Council for the purpose of exploring the availability of affordable and workforce housing in Talbot County. The Commission offers insight and guidance to the Council for consideration in the development of affordable and workforce housing initiatives, programs, funding and/or legislation.

In 2016 Talbot County partnered with Habitat for Humanity Choptank on a CDBG application to create new affordable home ownership opportunities with the creation of seven infill shovel ready building lots. These properties will be improved with seven owner occupied new construction, durable and energy efficient single family homes in the Town of St. Michaels.

The Talbot County Comprehensive Plan (2016) speaks to the importance of housing (workforce, affordable and assisted) in Chapter 4, Community Services and Facilities. Talbot County works with many agencies in the County on addressing housing needs such as Talbot County Department of Social Services, Neighborhood Service Center, Talbot Interfaith Shelter and Habitat for Humanity Choptank.

Due to COVID-19, the County's part-time Housing Coordinator position is currently vacant.

5. Are there fair housing advocates or agencies that work in your county? If yes, who are they? Have they informed you of either public or private issues or complaints regarding discrimination?

Habitat for Humanity Choptank  
Housing Commission of Talbot County  
Neighborhood Service Center (Community Action Agency for Talbot County)  
St. Vincent de Paul  
Talbot County Department of Social Services  
Talbot Interfaith Shelter

6. Are all buildings owned or occupied by the jurisdiction that are open to the public in compliance with the Americans with Disabilities Act? If not, which ones, and what are the plans to bring them into compliance?

Yes

DRAFT



## PART L

**ENVIRONMENTAL IMPACT:** Complete the following information related to your overall project to the best of your knowledge. Provide copies of letters or other information received to date from state and/or federal agencies about these issues related to your project. Schedule and budget should account for any mitigation or corrective actions to be taken.

1. Will your project involve the renovation of a building that is at least 50 years old or is located in a national historic register district? ☐ Yes ☒ No
2. Will your project involve or impact an archaeological site? ☐ Yes ☐ No
3. Will your project impact any wildlife that is threatened or endangered? ☐ Yes ☐ No
4. Will your project involve the abatement or removal of asbestos from a building?  
☐ Yes ☐ No
5. Will your project involve the abatement or removal of lead-based paint from a building?  
☐ Yes ☐ No
6. Is your project new construction? ☐ Yes ☐ No

If you answered YES, is the proposed project located in any of the following:

- ☐ Special Flood Hazard Area – an area that is lower than the base flood elevation level and has special flood or mudflow, and/or flood related erosion hazard
- ☐ 100 Year Floodplain – an area that has a 1 in 100 or 1% probability of a flood event occurring in a given year
- ☐ Regulatory Floodway – an area beside a river or other watercourse that has certain restrictions placed on it related to discharging moving floodwaters downstream
- ☐ Coastal High Hazard Area – an area along the coast subject to high velocity wave action from storms or seismic sources
- ☐ 500 Year Floodplain – an area that has a 1 in 500 or .02% probability of a flood event occurring in a given year
- ☐ Non-Special Flood Hazard Area – an area that has a moderate to low risk of flooding

Comments:

## **STATEMENT OF ASSURANCES AND CERTIFICATIONS**

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held a public hearing and provided appropriate notice to ensure participation of citizens in the development the project and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application; and
4. in the event that our project does trigger displacement of persons, we will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49CFR Part 24 and it has in effect and is following a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
5. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
6. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
7. has adopted and is enforcing or will adopt if a new applicants:
  - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
  - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
8. will certify, to the best of the certifying official's knowledge and belief, that:
  - a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and

- b) if any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form- LLL, Disclosure Form to Report lobbying in accordance with its instructions; and
  - c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- 9. will adhere to federal and state Code of Conduct or Conflict of Interest standards relative to conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates; and
  - 10. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary;
  - 11. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
  - 12. will ensure that, if applicable, any subrecipient, developer or business will comply with all regulations, policies and laws that govern this grant.

I declare that I am duly authorized to make these certifications on behalf of the applicant and certify that the above actions have or will be taken.

\_\_\_\_\_  
Chuck Callahan, President  
Talbot County Council

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**TALBOT COUNTY  
PUBLIC HEARING NOTICE**

Notice is hereby given that the County Council of Talbot County, Maryland will conduct a public hearing to obtain the views of citizens on community, economic development and housing needs to be considered for submission of an application to the Maryland Community Development Block Grant (CDBG) Program. Citizens will have the opportunity to discuss the proposed State Fiscal Year 2022 CDBG applications:

- Polaris Village Ministries – 209 Port Street, Easton, MD 21601
- Chesapeake Multicultural Resource Center – 331 East Dover Street, Easton, MD 21601
- Mid-Shore Pro Bono – 8 South West Street, Easton, MD 21601
- Foundation of Hope – 8671 Camac Street, Easton, MD 21601 (program services provided at Easton Middle School, 201 Peachblossom Road, Easton, MD 21601)

A copy of the draft grant applications will be available for the public's review on the Talbot County Government website ([www.talbotcountymd.gov](http://www.talbotcountymd.gov)) under Topics of Interest. Written comments on the CDBG applications will be accepted until Tuesday, September 28 at 12:00 p.m. and should be addressed to:

Chuck Callahan, President  
Talbot County Council  
11 North Washington Street  
Easton, MD 21601  
[publiccomment@talbotcountymd.gov](mailto:publiccomment@talbotcountymd.gov)

The public hearing on the above grant applications will be held as part of the Talbot County Council's meeting agenda on Tuesday, September 28, 2021 at 6:30 p.m. Due to the COVID-19 social distancing guidelines, seating in the Bradley Meeting Room is limited to 30 seats and will be available on a first-come basis. It is recommended, but not required, that individuals wear masks. Citizens are strongly encouraged to submit written public comments to [publiccomment@talbotcountymd.gov](mailto:publiccomment@talbotcountymd.gov).

Citizens will be provided with detailed information including, but not limited to, the amount of CDBG funds available for SFY2022; range of activities that may be undertaken with CDBG funds; proposed projects under consideration as well as amount of grant funds requested in the CDBG application; the CDBG application process; and the timing of the projects.

The Maryland CDBG Program is a federally funded program designed to assist governments with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services. It is administered by the Department of Housing and Community Development (DHCD). The Maryland CDBG Program reflects the State's economic and community development priorities and provides public funds for activities which meet one of the following national objectives, in accordance with the federal Housing Community Development Act of 1974, as amended, that:

1. Benefit low and moderate income persons and households;
2. Aid in the prevention and elimination of slums or blight;
3. Meet other community development needs of an urgent nature, or that are an immediate threat to community health and welfare.

Should you require communications assistance, please contact the County Manager's Office at (410) 770-8010 or TTY (410) 820-9377 by Monday, September 27, 2021. All interested parties are hereby notified and invited to attend.

**COUNTY COUNCIL OF TALBOT COUNTY**





## COUNTY COUNCIL OF TALBOT COUNTY

COURT HOUSE  
11 N. WASHINGTON STREET  
EASTON, MARYLAND 21601-3178  
PHONE: 410-770-8001  
FAX: 410-770-8007  
TTY: 410-822-8735  
[www.talbotcountymd.gov](http://www.talbotcountymd.gov)

CHUCK F. CALLAHAN, President  
PETE LESHER, Vice President

FRANK DIVILIO  
COREY W. PACK  
LAURA E. PRICE

### ADMINISTRATIVE RESOLUTION

WHEREAS, State of Maryland through the Department of Housing and Community Development has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant (CDBG) Program; and

WHEREAS, Talbot County is eligible to apply for funds from the Maryland Community Development Block Grant program through the Maryland Department of Housing and Community Development; and

WHEREAS, the Talbot County Council held the required public hearing related to the formulation of the Community Development Block Grant Application on September 28, 2021; and

WHEREAS, the Talbot County Council understands and acknowledges that they would be responsible for the completion of grant activities and any corrective actions including the repayment of funds if necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Talbot County Council hereby authorizes the submittal of an application for Community Development Block Grant funds in the amount of \$50,000 for Mid-Shore Pro Bono (MSPB), 8 S. West Street, Easton, Maryland, 21601 to continue providing direct legal assistance to low-moderate income residents of Talbot County. Funding will support community outreach, education and legal representation.

BE IT FURTHER RESOLVED, that the Talbot County Manager is authorized and empowered to execute any and all documents required for the submission of the application.

GIVEN UNDER OUR HANDS AND THE GREAT SEAL OF TALBOT COUNTY, THIS 28<sup>TH</sup> DAY OF SEPTEMBER, IN THE YEAR OF OUR LORD TWO THOUSAND AND TWENTY ONE.

\_\_\_\_\_  
Chuck F. Callahan, President

Attest:

\_\_\_\_\_  
Pete Leshner, Vice President

\_\_\_\_\_  
Susan Moran, Secretary

\_\_\_\_\_  
Frank Divilio

\_\_\_\_\_  
Corey W. Pack

\_\_\_\_\_  
Laura E. Price







Talbot County  
Maryland

## MidShore Pro Bono



200 0 100 200 Feet

September 24, 2021



### Legend

- Parcels
- Municipalities
- Address\_point
- Roads
  - Other Roads
  - County Roads
  - State Roads
  - US Highway
- Streams
- lakes
- Water
- Driveways
- Docks
- Airport
- Chesapeake Bay Critical Area
- MD\_SixInchImagery

### Notes

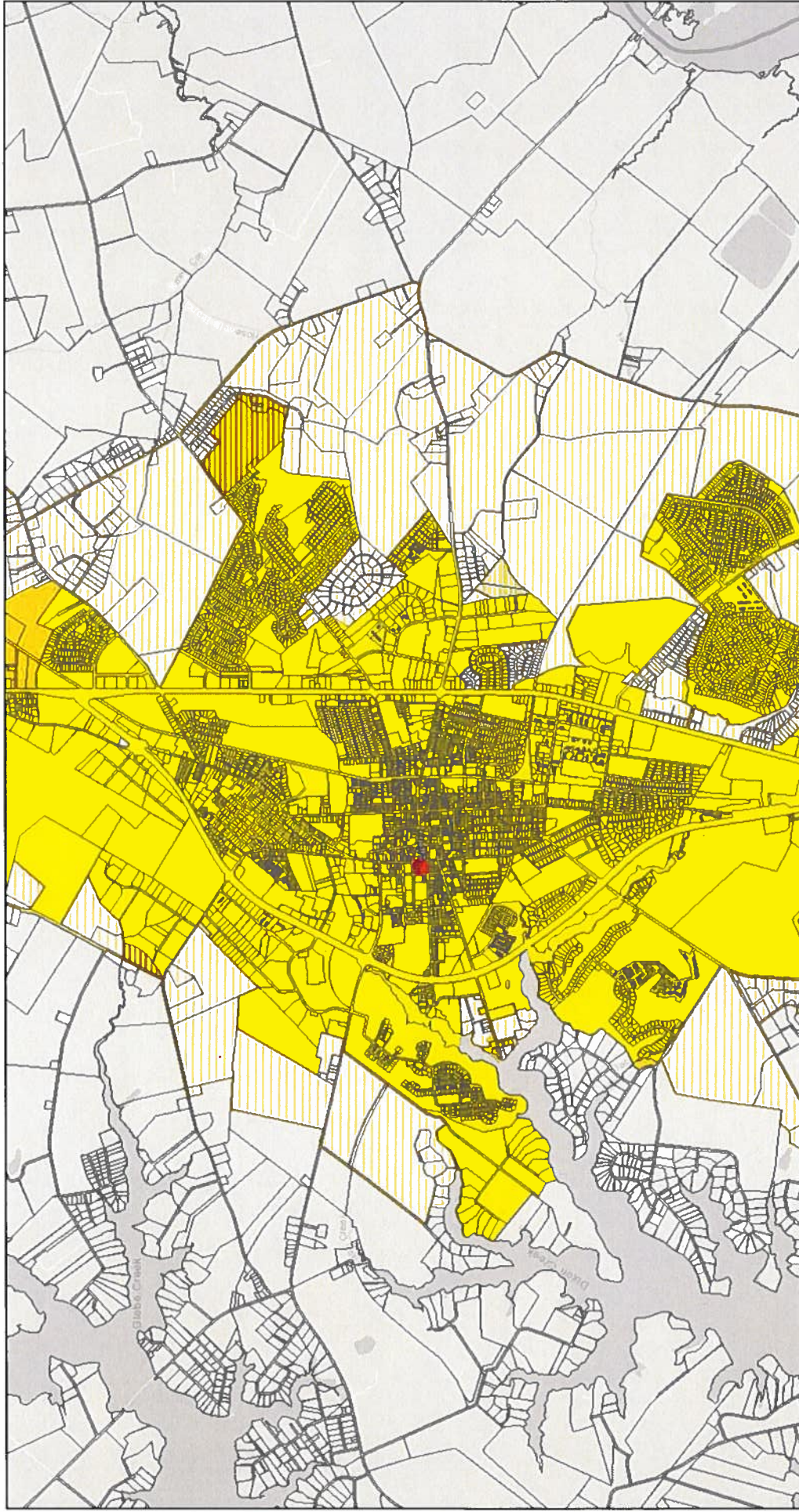
8 S West Street Easton, MD 21601

This map is for reference only. Land use layers that appear on this map may or may not be accurate.





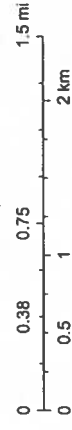
# Priority Funding Area Map



September 24, 2021

- MD Counties
- Rural Villages
- Municipalities
- Municipal PFA
- Municipal PFA Comment Area
- Annexed but not PFA

1:39,719



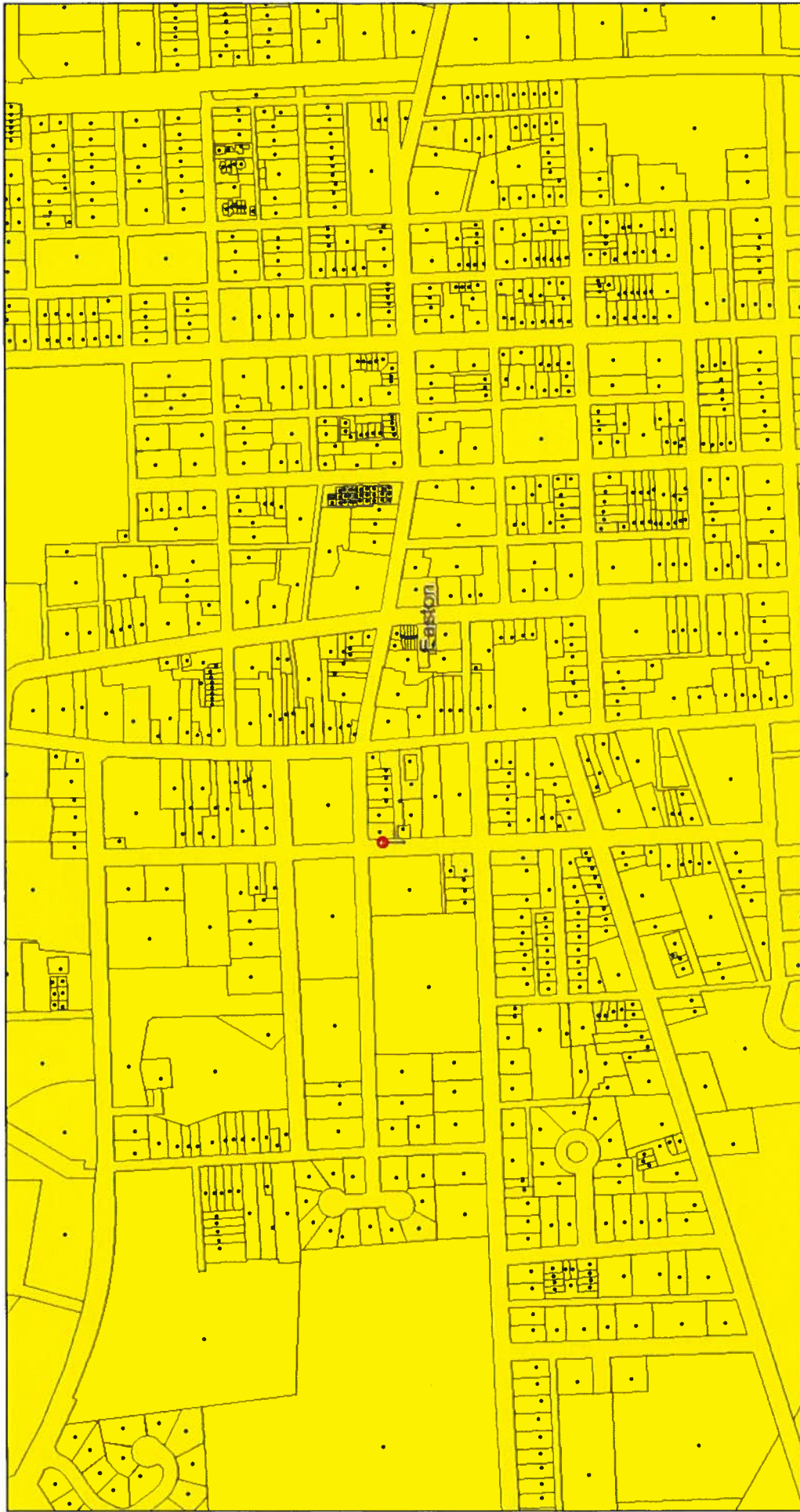
MD IMAP, MDP, SDAT, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

## Mid-Shore Pro Bono


803-867-9222



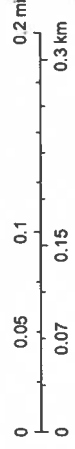
# Priority Funding Area Map



September 24, 2021

-  Override 1
-  Rural Villages
-  Municipalities
-  MD Counties
-  Municipal PFA Comment Area
-  Annexed but not PFA
-  Municipal PFA
-  Parcel Points

1:4,965



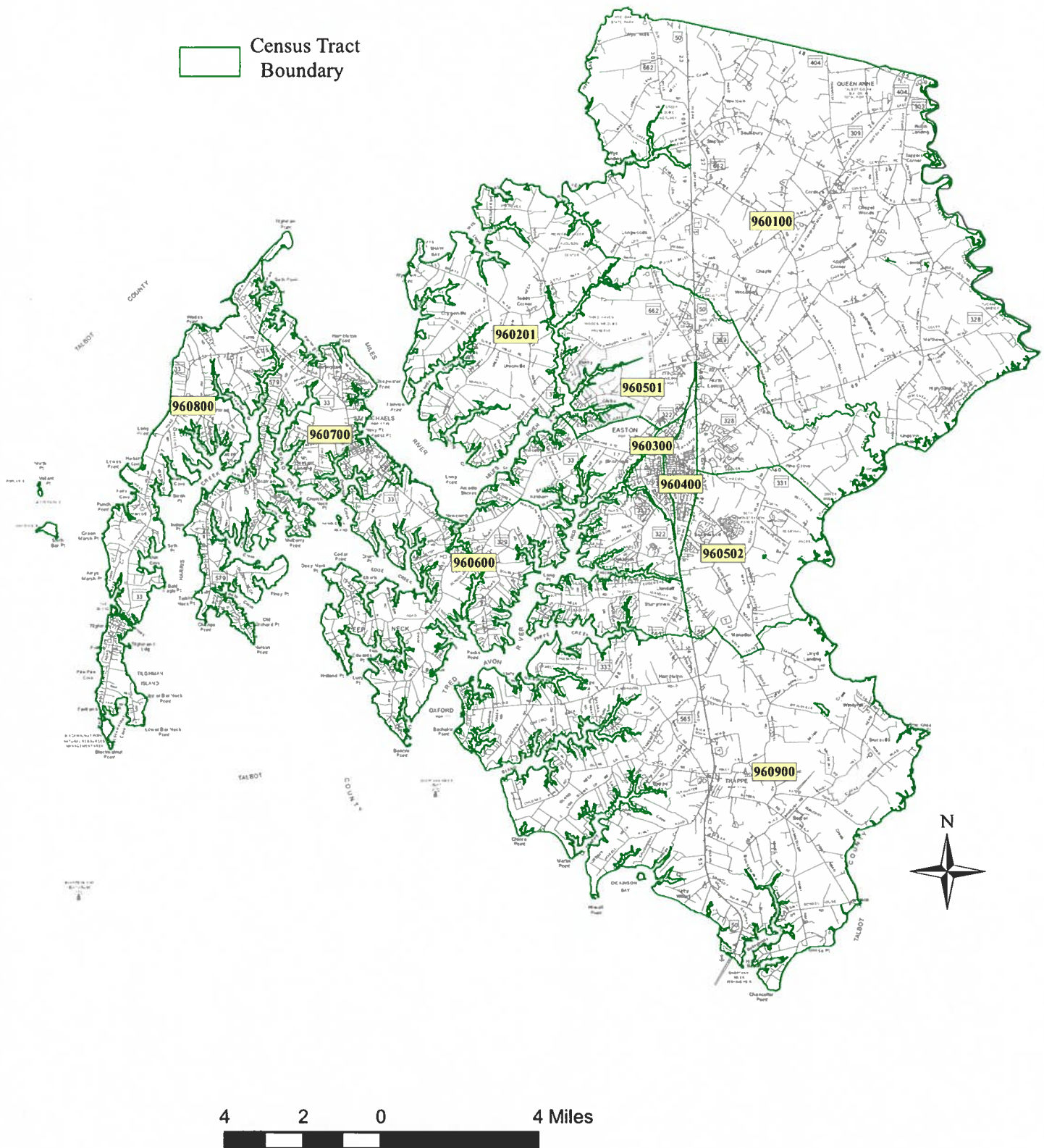
MD IMAP, MDP, SDAT, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

## Mid-Shore Pro Bono

1414-24016 619 Gene

# Talbot County, Maryland

## 2010 Census Tracts

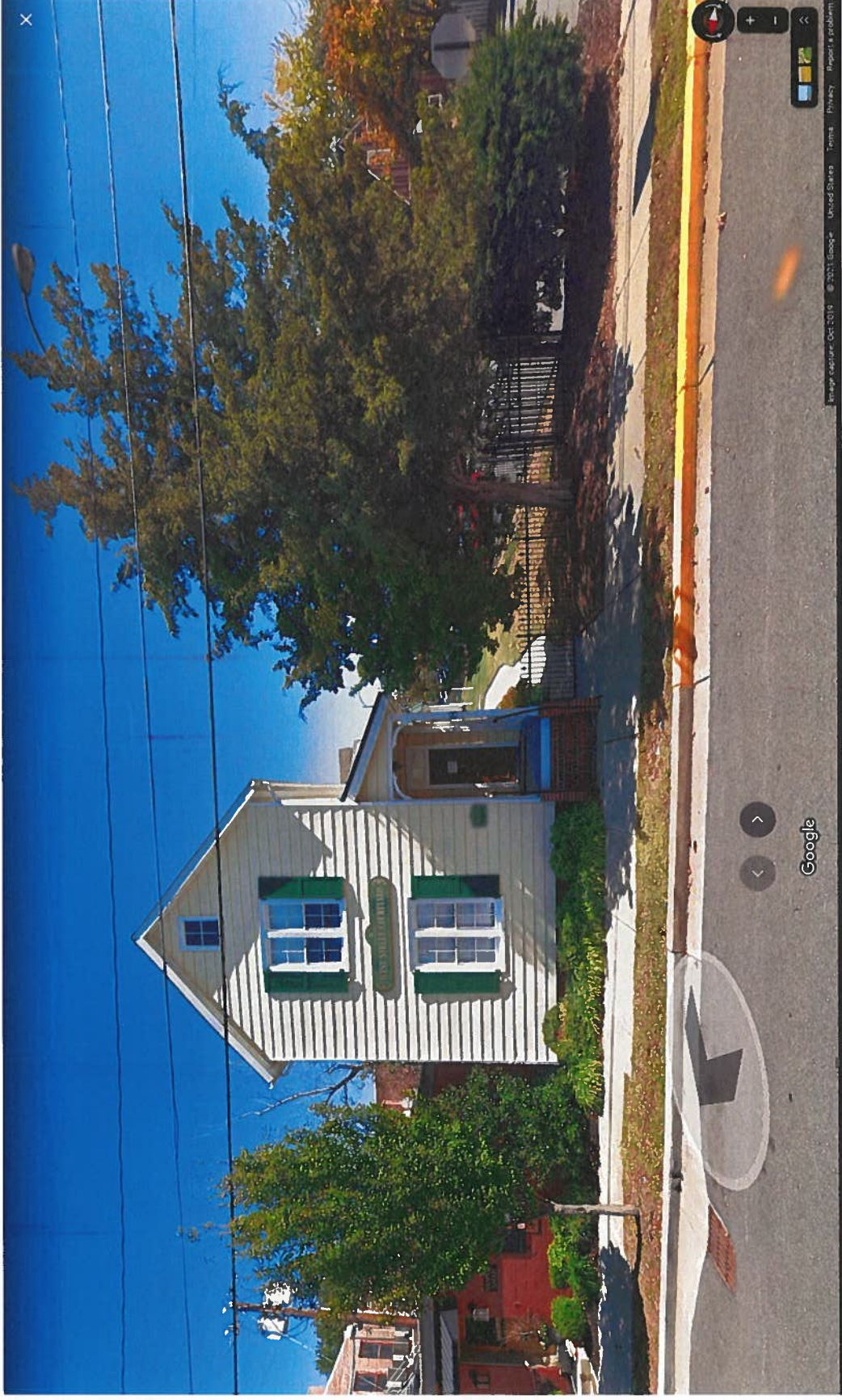


Prepared by the Maryland Department of Planning,  
Projections & Data Analysis / State Data Center  
Source: U.S. Census Bureau, 2010 Census





MID-SHORE PRO BONO  
FY22 CDBG APPLICATION







*Connecting Low-Income  
Individuals and Families who  
need Civil Legal Services with  
Volunteer Attorneys and  
Community Resources*

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FY 22**

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**EXECUTIVE DIRECTOR**

Sandy Brown

8 SOUTH WEST STREET  
EASTON, MARYLAND 21601  
PHONE: 410-690-8128  
FAX: 443-385-0210

205 S. CROSS STREET  
CHESTERTOWN, MD 21620  
PHONE: 443.298.9425

1118 E. MAIN STREET  
SALISBURY, MD 21802  
PHONE: 410.829.0394

WWW.MIDSHOREPROBONO.ORG

August 31, 2021

Chuck Callahan, Talbot County Council President  
C/O Mary Kay Verdery, Grants Administrator  
Talbot County Courthouse  
11 N. Washington Street  
Easton, MD 21601

Dear Grants Committee,

We are pleased to submit this letter of intent to be considered for Talbot County CDBG Funding for FY 2022. Mid-Shore Pro Bono, Inc. is a 501-c 3 non-profit organization headquartered in Talbot County. Our mission is to connect low-income individuals and families who have civil legal issues with volunteer attorneys and community resources. We have been providing access to free legal assistance to low- and moderate-income families for more than 15 years. MSPB has been quick to respond to the legal needs of families struggling with legal matters as a direct result of the COVID pandemic. MSPB offers specific programs that help stabilize families through legal remedies. The scope of our services ranges from providing direct legal representation in complex court matters including eviction and foreclosure prevention, bankruptcy, criminal record expungement, and family law matters to drafting and executing important life planning legal documents. All of this work results in positive outcomes for the family and in turn creates economic and employment stability.

MSPB is requesting \$50,000 to be used to continue our work and provide direct legal assistance to low income residents of Talbot County facing urgent legal crises that directly impact household financial stability. Funding will support community outreach and education, as well as direct legal representation for clients facing financial legal issues including eviction and foreclosure prevention, consumer debt, bankruptcy, family law, life planning documents, criminal record expungement.

MSPB's work is eligible for this funding because our programs serve and directly benefit low- and moderate-income clients, one of the three national objectives. In addition, MSPB's services meet an urgent need of recent origin that threatens public health and safety because we assist people who have been impacted by the pandemic to prevent displacement from their homes and avoid financial instability that can lead to homelessness and other risks related to public health and safety. Our work generally falls under both housing and economic development areas.

Thank you for the opportunity to apply for Talbot County Community Development Block Grant Funding. We are looking forward to our continued and strengthened partnership.

Respectfully submitted,

Sandy Brown  
Executive Director





## **The Second Judicial Circuit of Maryland**

**CIRCUIT COURT FOR TALBOT COUNTY**

**COURT HOUSE  
11 NORTH WASHINGTON STREET  
EASTON, MARYLAND 21601**

**TELEPHONE  
410-770-6806  
FACSIMILE  
410-770-6802**

**FAMILY LAW SERVICES  
February 14, 2020**

**Richard Abbott,  
Director Juvenile and Family Services  
Administrative Office of the Courts  
187 Harry S. Truman Parkway  
Annapolis, Maryland 21401**

I am writing in support of the special projects grant application submitted by Mid-Shore Pro Bono [MSPB], seeking funding for general operating expenses to provide much needed civil legal assistance to low-income residents of the Eastern Shore. As explained below, continued funding to MSPB is critical for the courts served by MSPB - Caroline, Kent, Queen Anne, Talbot and Dorchester and Wicomico. - if we are to remain committed to ensuring access to civil justice in the area of family law as well as non- domestic civil matters.

MSPB continues to fill an enormous hole in the delivery of civil legal services to the indigent and the working poor in our communities. The collaboration between MSPB and our courts remains stronger than ever. MSPB actively recruits attorneys to provide representation in court cases and has developed programs, also using active and retired lawyers, providing direction and resources prior to any case being filed.

MSPB's Core Projects have unique programs that work in collaboration to ensure clients are served to the fullest extent possible:

**Family Law Project** provides legal assistance for divorce, custody, child support and other family law related matters. This project has the highest volume of requests among our programs. The need for child custody assistance has increased by over 80% just in the last year due to the opioid crisis –and MSPB prioritizes providing services for these impacted families.

**Elder Law Project** provides elderly clients with personal, confidential legal advice through free legal clinics. Clients can obtain wills, powers of attorney and advance medical directives free of charge. MSPB recently launched a new initiative to provide legal guidance for caregivers seeking to obtain guardianship of elderly or disabled adults in response to increased requests for this assistance.

**Consumer Debt and Housing Project** assists people struggling with foreclosure, consumer debt, bankruptcy, employment/record expungements, housing and other matters preventing them from achieving economic stability. In November 2019, MSPB launched a financial and legal literacy outreach campaign featuring a series of workshops aimed at educating clients about household





budgeting, renting and buying a home, expungement and navigating unemployment.

**Restorative Justice Project** offers several Alternate Dispute Resolution options for youth and adults facing complex legal issues, crime and conflict. MSPB provides Community Conferencing for incident-based referrals and utilizes Restorative Dialogue Circles as a proactive tool for engaging youth in safe open discussions. The goal is to provide options for keeping our region's youth out of the juvenile justice system.

**Immigrant Assistance Project** provides secure, safe legal assistance and counseling to immigrants living and working in our community. The Eastern Shore is home to an increasing number of immigrants due to the high demand for farmworkers and other laborers. MSPB has seen the demand for services in this project triple over the last year. MSPB is accredited by the Department of Justice to provide limited immigration legal services and works with a small panel of volunteer attorneys to provide legal guidance for immigration, asylum, Special Immigrant Juvenile Status, and deportation defense. MSPB is currently expanding its services to include standby guardianships for children of immigrants in danger of being detained or deported.

MSPB is dedicated to serving a large rural community. They do this by incredible outreach to our area's most disenfranchised and remote areas, making access to justice a reality for those lacking transportation, disabled and homebound. Additionally, MSPB now has satellite offices in Chestertown and Salisbury to expand access to justice on the Shore.

In closing, I urge you to consider funding MSPB the full amount of its request.

Sincerely,



Barbara Mitchell  
Family Support Services Coordinator  
The Circuit Court for Talbot County, MD

